

~~CONFIDENTIAL~~

Report for Week Ending 15 August 1956
from
PROJECT STAFF

Projects 4-83, 4-96, 5-59, 5-68

No change from previous report.

Project 4-84 - Vital Materials Microfilm Project

Microfilming of Vital Materials in the Office of Personnel continues.
This project is approximately 75 % complete.

Microfilming of OCR/BR dossiers continues.

General Information

A reply was made to Employee Suggestion 1683. This suggestion duplicated and did not add anything to another suggestion previously submitted and being held pending completion of a test.

I attended a demonstration of General Fireproofing Company Modular Furniture with other members of the committee formed to recommend furniture standards for the new building.

A tentative on-the-job training schedule was developed for Mr. [REDACTED]
[REDACTED] use in a meeting with Training Office representative.

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The test procedure was completed under which punch cards were used for locating special badge holders. In a discussion of the results of the test with the representatives of the Security Office it was agreed that the procedure should be placed in effect. We are therefore ordering the necessary card forms and arranging with the Machine Records Division to do the necessary quarterly machine work. This new procedure will eliminate the manual posting of approximately 4500 items.

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